

[STRUCTURE AND GUIDELINE: TEMPLATE 1]

Title of Project

Project Structure:

Timeline & Schedule:

Class size:

Teaching Artist Name and contact:

Residency Fee:

Project Overview

(Brief statement of how the residency will unfold, and what it will entail, including desired outcome)

Goals for Students

(List learning goals for the residency. These should be created by you, based on your project design. Include input from the classroom teacher or the coordinator when adapting your program to meet the special needs of the partnering organization)

Role of Teaching Artist

(List what you will do in order for the students to achieve the desired objectives. Include the materials you will be responsible for, if applicable.)

Role of Classroom Teacher

(List what you need from the teacher or partner in order to support your project. Basics such as classroom management, communicating with parents, and relaying the philosophy of the school should be included. If they are responsible for materials or equipment, add this to the list)

Shared Roles of Teaching Artist and Classroom Teacher

(There is always crossover while team-teaching. This may include student evaluation, terms for communication, scheduling, and responsibilities surrounding the final project and/or celebration.)

EDIT DOWN TO THE ESSENTIALS -- KEEP THIS ALL ON ONE PAGE!!!!

[GUIDELINE CONTRACT: TEMPLATE 2]

Partnership Guidelines for TITLE OF PROJECT

Briefly state the project overview and a short description of the intended purpose of this document. May include such language as, "This document is intended as a means of communicating the clarification of roles and responsibilities of the teaching artist and the classroom teacher." This template can be used when you already have a well-designed curriculum that states student goals and standards and a syllabus with timelines.

<u>Teaching Artist</u>	<u>Classroom Teacher</u>	<u>Both Teaching Artist and Classroom Teacher</u>
(List what you will do in order for the students to achieve the desired objectives. Include the materials you will be responsible for, if applicable.)	(List what you need from the teacher or partner in order to support your project. Basics such as classroom management, communicating with parents, and relaying the philosophy of the school should be included. If they are responsible for materials or equipment, add this to the list)	(There is always crossover while team-teaching. This may include student evaluation, terms for communication, scheduling, and responsibilities surrounding the final project and/or celebration.)

By signing this document, both parties agree to the guidelines of the partnership as stated.

Teaching Artist
Date

Classroom Teacher
Date